

**BOARD OF CLINICAL SOCIAL WORK, MARRIAGE & FAMILY THERAPY,
AND MENTAL HEALTH COUNSELING**

GENERAL BUSINESS MEETING MINUTES

November 8, 2018

8:00 a.m.

**Sheraton Suites, Cypress Creek
555 N.W. 62nd Street
Ft. Lauderdale, Florida 33309+
(954) 772-5400**

**Participants in this public meeting should be aware that these proceedings are being recorded
and that an audio file of the meeting will be posted to the board's website.**

I. CALL TO ORDER/ROLL CALL

The meeting was called to order on Thursday, November 8, 2018 at 8:11 a.m. by Lisa Bolhouse, Chair

A. ROLL CALL

Roll call was conducted by Jennifer Wenhold, Executive Director. Those present for all or part of the meeting included the following:

MEMBERS PRESENT

Lisa Bolhouse, Chair
Jamie Buller, LCSW, Vice-Chair
Denny Cecil-Van Den Heuvel, PhD, LMFT
William Day, PhD, LMHC

MEMBERS ABSENT

Susan Gillespy, LMFT (excused)
Ms. Helen Douglas, RDH (excused)

COURT REPORTER

Nate Toro, American Court Reporting

STAFF PRESENT

Jennifer Wenhold, Executive Director
Ashleigh Irving, Program Administrator

BOARD COUNSEL

Deborah Loucks, Esq.
Assistant Attorney General

PROSECUTING ATTORNEY

John Wilson, Esq.
Asst. General Counsel, PSU
Mary Iglehart, Esq.
Asst. General Counsel, PSU

B. MISSION, VISION AND VALUES

Ms. Bolhouse read the Florida Department of Health's mission, vision and values.

Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.

Vision: To be the *Healthiest State* in the Nation.

Values (ICARE):

Innovation: We search for creative solutions and manage resources wisely.

Collaboration: We use teamwork to achieve common goals & solve problems.

Accountability: We perform with integrity & respect.

Responsiveness: We achieve our mission by serving our customers & engaging our partners.

Excellence: We promote quality outcomes through learning & continuous performance improvement.

C. WELCOME

Ms. Bolhouse welcomed everyone to the meeting. She reminded the audience that the proceedings were being recorded and would later be posted on the Board's website. Ms. Bolhouse asked everyone to turn off all electronic devices and introduced students from Barry University and South University

II. REVIEW OF MINUTES

A. August 16, 2018 General Business Meeting Minutes

The minutes of the August 16, 2018 general business meeting were reviewed and the following action was taken by the Board:

Motion: by Ms. Buller to approve the minutes of the August 16, 2018 meeting.

Second: by Dr. Cecil-Van Den Heuvel.

Vote: unanimous.

III. DISCIPLINARY PROCEEDINGS

A. Determination of Waiver

i. Juli Ann Arnold, LMHC, Case No. 2013-01936

(PCP: Shyers, Cecil-Van Den Heuvel, Sherrard)

Pro Se

Tabled until February 7th, 2019 meeting.

B. Voluntary Relinquishment

i. Jeri L. Fenton, LMHC, Case No. 2015-25594

(PCP: N/A)

Represented by Counsel

Mr. Fenton was not present nor represented by counsel. Mr. Wilson presented the case before the board which includes the following allegations: s. 456.072(1)(k)(v)(z)(dd), 491.0111, 491.0112 and 491.009 (1)(h)(k)p(r)(w) F.S., by failing to perform statutory obligations, engaging in sexual misconduct, impairment, and failing to meeting minimum standards.

Probable cause was waived so no board members were recused. A voluntary relinquishment of license was presented to the Board. After review, the Board took the following action:

Motion: by Dr. Day to accept the Voluntary Relinquishment.
Second: by Ms. Buller
Vote: unanimous

ii. Vicki L. Kelley, Registered Clinical Social Work Intern, Case No. 2018-21148
(PCP: N/A)
Pro Se

Ms. Kelley was not present nor represented by counsel. Mr. Wilson presented the case before the board which includes possible violation of s. 456.072(1)(k)(dd) and 491.0045 (1)(2)2.(c)(3), F.S. by failure to perform a legal obligation and practicing without a supervisor.

Probable cause was waived so not board members were recused. A voluntary relinquishment of license was presented to the board. After review, the Board took the following action:

Motion: by Ms. Buller to accept the Voluntary Relinquishment.
Second: by Dr. Cecil-Van Heuvel.
Vote: unanimous.

iii. Keith L. Herbert, LCSW, Case No. 2017-19397
(PCP: Barlow and Bolhouse)
Pro Se

Tabled until February 7, 2019 meeting.

iv. Dan R. Engle, LMFT, Case No. 2018-02336
(PCP: Otis and Buller)
Pro Se

Tabled until February 7, 2019 meeting.

B. Informal Hearing

i. Joseph L. Hall, Registered Mental Health Intern, Case No. 2017-18634
(PCP: Barlow and Bolhouse)
Pro Se

Tabled until February 7, 2019 meeting.

C. Settlement Agreement

i. Frederick Xavier Sulzbach, Jr., LCSW, Case No. 2016-15754
(PCP: N/A)
Represented by Counsel

Mr. Sulzbach was present and sworn in by the court reporter. He was represented by Paul Drake, Esq.

Ms. Iglehart presented the case before the board which includes the following allegations: The administrative complaint file December 8, 2017 charges Mr. Sulzbach with a violation of s. 491.009(1)(r), F.S., for failing to meet the minimum standards of performance in professional activities when measured against generally prevailing peer performance by entering into a personal relationship with the ex-wife of his patient, who was a client of Favor House of Northwest Florida, for whom Respondent worked as a facilitator of the Batterers Intervention Program; and/or offering to provide the records of the assessment he performed on his patient to a Florida Department of Children and Families investigator without the patient's authorization.

A Settlement Agreement was presented to the Board with the following terms:

- Reprimand
- Fine of \$1000, to be paid within 180 days of the Final Order
- Costs, not to exceed \$6000, to be paid within 180 days of the Final Order.
- Probation, for a period of 6 months, effective the date of the filing of the Final Order.
- Required monitoring by a monitor/supervisor, who will obtain temporary approval from the Board. Additionally, Mr. Sulzbach shall have the proposed monitor/supervisor with him at his appearance and shall submit a current curriculum vita and a description of current practice of the monitor/supervisor to the Board Office no later than the 14 days before his appearance.
- Mr. Sulzbach shall submit quarterly reports which include a statement of why he is on probation, a description of the relationship with monitor, a statement advising the Board of any problems that have risen, and a statement addressing compliance with any restrictions or requirements imposed.

After discussion, the following action was taken:

Motion: by Ms. Buller to accept the Settlement Agreement as proposed to include supervision and probation.

Second: by Dr. Cecil-Van Heuvel.

Vote: 3/1. Ms. Buller in favor.

Motion: by Dr. Day to increase supervised probation to one year with quarterly reports as indicated in original Settlement Agreement and extend payment of cost and fines to one year.

Second: by Dr. Cecil-Van Heuvel.

Vote: unanimous.

Motion: by Ms. Bolhouse to accept modified Settlement Agreement.

Vote: unanimous.

Motion: by Ms. Buller to accept Mr. Shawn M. Fitzpatrick as monitor.

Second: by Dr. Cecil-Van Heuvel.

Vote: unanimous.

IV. PROSECUTION REPORT

A. John Wilson, Assistant General Counsel

Mr. Wilson introduced Mary Iglehart, supervisor in the Allied Health Unit of Prosecution Services. Mr. Wilson also presented the following report to the Board:

Inventory of Cases as of October 24, 2018	
Cases in hold status (48 Status)	2
Cases under legal review (60-68 Status)	71
Cases awaiting probable cause determination (70 Status)	16
Total cases where PC has been found (80 Status)	4
Cases for formal hearing request (85-88 Status)	7
Cases submitted for Board review (100 Status)	11
Cases at DOAH (110 Status)	1
Cases on appeal (140 Status)	2
+	
Total Cases open/active in PSU	114

Total Number of Cases Older Than One Year:	
2009	1
2011	1
2012	0
2013	2
2014	1
2015	8
2016	12
2017	11
Total	36

Motion: by Ms. Buller to continue prosecution of cases one year and older.
 Second: by Dr. Day.
 Vote: unanimous.

V. PETITION FOR VARIANCE OR WAIVER OF RULE

A. Tracy Sieper

Ms. Sieper was not present or represented by counsel. She filed a petition seeking a variance of the rule 64B4-2.001, Florida Administrative Code, which requires two years of clinical experience, for clinical social work, marriage and family therapy or mental health counseling as used in s. 491.005, F.S. Experience must consist of at least 1500 hours of providing psychotherapy face-to-face with clients as a registered intern for the profession for which licensure is sought; and shall be accrued in no less than 100 weeks. Credit for post-master's clinical experience earned in another state shall be granted if it meets the requirements specified in s. 491.005, F. S.

After discussion, the following action was taken:

Motion: by Dr. Cecil-Van Den Heuvel to deny the petition because Ms. Sieper was not a registered intern and has not demonstrated that she met the purpose of the underlying statute by other means and principles of fairness were not

violated because the rule did not affect her any differently than any other person.

Second: by Dr. Day.
Vote: unanimous.

B. Todd Shapiro

Mr. Shapiro was present and sworn in by the court reporter. He was represented by Bruce Lamb, Esq. He filed a petition seeking a variance of rule 64B4-3.0051, F.A.C. pursuant to s. 120.542, F.S. and rule 28-104, F.A.C.

After discussion, the following action was taken:

Motion: by Ms. Bolhouse that the ASWB Advance Generalist exam is not substantially equivalent to the ASWB Clinical exam.
Second: by Ms. Buller.
Vote: unanimous.

Motion: by Dr. Cecil-Van Den Heuvel to grant the petition for variance and waiver.
Second: by Ms. Buller.
Vote: unanimous.

VI. APPEARANCES

A. Application for Licensed Mental Health Counselor

i. Sergio Ruiz

Mr. Ruiz was not present or represented by counsel. He has asked the Board to review his application for exam equivalency. Mr. Ruiz passed the NCE October 24, 1998 for Florida licensure and was granted a license February 22, 1999. He failed to renew his license in 2013 and it went into null and void status.

After discussion, the following action was taken:

Motion: by Dr. Cecil-Van Den Heuvel to deny the application for Licensed Mental Health Counselor.
Second: by Dr. Day.
Vote: unanimous

ii. Linda Watson

Ms. Watson was not present nor represented by counsel. Her application was brought before the Board for review of exam equivalency. Ms. Watson passed the NCE April 12, 2003.

After discussion, the following action was taken:

Motion: by Dr. Day to deny the request to accept the NCE because it is not substantially equivalent to the NCMHCE.
Second: by Ms. Bolhouse.

Vote: unanimous.

iii. Daniel Rubin

Mr. Rubin was present and sworn in by the court reporter. He was joined by Dr. Alexis Polles of PRN. Mr. Rubin's application came before the Board because of an affirmative answer to health history, professional history and criminal history questions. He has also asked the Board to review his application for exam equivalency.

After discussion, the following action was taken:

Motion: by Dr. Day to deny the request to accept the NCE because it is not substantially equivalent to the NCMHCE.

Second: by Ms. Buller.

Vote: unanimous.

iv. Devon Schlegel

Ms. Schlegel was not present nor represented by counsel. Her application was brought before the Board for review of exam equivalency. Ms. Schlegel passed the Art Therapy Credentials Board Exam.

After discussion, the following action was taken:

Motion: by Dr. Day to deny the request to accept the Art Therapy Credentials Board Exam because is not substantially equivalent to the NCMHCE.

Second: by Cecil-Van Den Heuvel.

Vote: unanimous.

B. Application for Registered Mental Health Counselor Intern

i. Paul Vincent Callahan

Mr. Callahan was not present and nor represented by counsel. His application was brought before the Board for review of experience.

After discussion, no action was taken.

ii. Kelly A. Griffis

Ms. Griffis was not present nor represented by counsel. Her application was brought before the Board for review of alternative experience.

After discussion, the following action was taken:

Motion: by Ms. Buller to accept the logs as verification of alternative experience.

Second: by Dr. Day.

Vote: unanimous.

iii. Carole Elizabeth Urias

Ms. Urias was present and sworn in by the court reporter. She was not represented by counsel. Her application was brought before the Board because of an affirmative answer to the health history questions.

After discussion, the following action was taken:

Motion: by Dr. Day to approve application.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

C. Application for Licensed Clinical Social Worker

i. Rosa Rios-Garcia

Ms. Rios-Garcia was not present and sworn in by the court reporter. She was not represented by counsel. Her application was brought before the Board for review of alternative experience.

After discussion, the following action was taken:

Motion: by Ms. Buller to require appearance at one of the next two regularly scheduled board meetings.
Second: by Dr. Denny.
Vote: unanimous.

ii. Jourdan Travers

Mr. Travers was not present nor represented by counsel. His application was brought before the Board for review of alternative experience.

After discussion, the following action was taken:

Motion: by Ms. Buller to require appearance at one of the next two regularly scheduled board meetings.
Second: by Dr. Day.
Vote: unanimous.

D. Application for Licensed Clinical Social Worker Intern

i. Cathyanna Nelson

Ms. Nelson was present. She was not represented by counsel. Ms. Nelson has asked the board to review her supervision plan pursuant to s. 491.0045(2)(b)(2), F.S. Her master's program did not include a practicum/internship with direct patient or client services.

After discussion, the following action was taken:

Motion: by Ms. Buller to approve supervision plan.
Second: by Dr. Cecil Van-Den Heuvel.
Vote: unanimous.

ii. LeMetris Engram

Ms. Engram was present and sworn in by the court reporter. She was not represented by counsel. Ms. Engram has asked the board to review her supervision plan pursuant to s. 491.0045(2)(b)(2), F.S. Her master's program did not include a practicum/internship with direct patient or client services.

After discussion, the following action was taken:

Motion: by Ms. Buller to accept the supervision plan.
Second: by Dr. Cecil Van-Den Heuvel.
Vote: unanimous.

iii. Cheryl Pruitt

Ms. Pruitt was not present. She was not represented by counsel. Ms. Pruitt has asked the board to review her supervision plan pursuant to s. 491.0045(2)(b)(2), F.S. Her master's program did not include a practicum/internship with direct patient or client services.

After discussion, the following action was taken:

Motion: by Dr. Cecil Van-Den Heuvel to accept the supervision plan.
Second: by Ms. Buller.
Vote: unanimous.

vi. Jason Tomchin

Mr. Tomchin was present and sworn in by the court reporter. He was not represented by counsel. Mr. Tomchin answered affirmative to the health history questions and was asked to appear before the full board with a PRN evaluation.

After discussion, the following action was taken:

Motion: by Ms. Buller to approve application for Registered Clinical Social Work Intern.
Second: by Dr. Cecil Van-Den Heuvel.
Vote: unanimous.

v. Sabrina Holland

Ms. Holland was present and sworn in by the court reporter. She was not represented by counsel. Her application came before the board because she answered affirmative to the health history questions.

After discussion, the following action was taken:

Motion: by Dr. Day to approve the application for Registered Clinical Social Work Intern contingent on Ms. Holland having further review from PRN and complying with any recommendations within six months. Once the evaluation is received from PRN, the board chair will review the evaluation.
Second: by Dr. Cecil Van-Den Heuvel.

Vote: unanimous.

vi. Michelle Baker

Ms. Baker was present and sworn in by the court reporter. She was not represented by counsel. Her application came before the board because she answered affirmative to the health history questions.

After discussion, the following action was taken:

Motion: by Ms. Buller to approve the application for Registered Clinical Social Work Intern contingent on Ms. Baker having further review from PRN and complying with any recommendations within six months. Once the evaluation is received from PRN, the board chair will review the evaluation.

Second: by Dr. Cecil Van-Den Heuvel.

Vote: unanimous.

E. Continuing Education

i. Review of Course

a. Palm Beach Atlantic University, Steven Vensel, PhD.

Dr. Vensel was present and sworn in by the court reporter. He was not represented by counsel. He asked to come before the full board to provide more information about the continuing education course.

After discussion, the following action was taken:

Motion: by Ms. Buller to direct the board office staff to conduct an audit of all courses offered by Palm Beach Atlantic University. Results of the audit will come to the Committee of One for review. After review, if there are no issues identified, the board office staff will be advised of that and there will be no implications to PBA's provider status. If there are concerns, they will be brought to the board at a future meeting.

Second: by Dr. Cecil Van-Den Heuvel.

Vote: unanimous.

VII. RULES DISCUSSION

Ms. Loucks asked board members if she should draft a rule for the supervision plan template created by board office staff. This would create a standard way of approving supervision plans for Registered Clinical Social Worker Intern applicants without a clinical practicum. Ms. Buller suggested the members in academic settings add their input to the plan. Ms. Bolhouse suggested adding boundaries per the Social Work Code of Ethics. Dr. Day suggested adding Telehealth as suggested by Ms. Loucks.

A member at large spoke to the board during this time. Dr. Catherine Waltz said she reviewed the plan provided in the public book and thought it was helpful to know what areas should be covered as a qualified supervisor. She also asked board members how they felt about individuals applying for a clinical license who are not doing clinical work. Ms.

Buller advised that all licensees must meet the same minimum requirements for licensure. The type of work they do with the license after it is issued is determined by the licensee.

A. 64B4-6.004, Approval of Continuing Education Provider

Ms. Loucks provided a rule draft with proposed amended language for the Board's consideration and provided an overview of the amendments to the Board.

After discussion, the following action was taken:

Motion: Dr. Cecil-Van Dan Heuvel to accept the proposed language.
Second: by Dr. Day.
Vote: unanimous.

Motion: by Dr. Cecil-Van Dan Heuvel that a Statement of Estimated Regulatory Costs is not required as the proposed rule amendment has no impact on small businesses regarding regulatory costs and no impact over \$200,000 in the aggregate in Florida within one year of this rule being filed.
Second: by Ms. Buller.
Vote: unanimous.

Motion: by Dr. Cecil-Van Dan Heuvel that no part of this rule or a violation of this rule should be designated as a minor violation.
Second: by Ms. Buller.
Vote: unanimous.

B. 64B4-6.0025, Approved Continuing Education Course for Supervisory Training

Ms. Loucks provided a rule draft with proposed amended language for the Board's consideration and provided an overview of the amendments to the Board.

After discussion, the following action was taken:

Motion: by Ms. Buller to accept the proposed language.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

Motion: by Ms. Buller that a Statement of Estimated Regulatory Costs is not required as the proposed rule amendment has no impact on small businesses regarding regulatory costs and no impact over \$200,000 in the aggregate in Florida within one year of this rule being filed.
Second: by Dr. Day.
Vote: unanimous.

Motion: by Ms. Buller that no part of this rule or a violation of this rule should be designated as a minor violation.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

C. 64B4-.0045, Approval of Laws and Rules Course Providers

Ms. Loucks provided a rule draft with proposed amended language for the Board's consideration and provided an overview of the amendments to the Board.

After discussion, the following action was taken:

Motion: by Dr. Cecil-Van Dan Heuvel to accept the proposed language. Af
Second: by Dr. Day.
Vote: unanimous.

Motion: by Dr. Cecil-Van Dan Heuvel that a Statement of Estimated Regulatory Costs is not required as the proposed rule amendment has no impact on small businesses regarding regulatory costs and no impact over \$200,000 in the aggregate in Florida within one year of this rule being filed.
Second: by Ms. Bolhouse.
Vote: unanimous.

Motion: by Dr. Cecil-Van Dan Heuvel that no part of this rule or a violation of this rule should be designated as a minor violation.
Second: by Ms. Buller.
Vote: unanimous.

D. 64B4-6.001, Renewal of Active License

Ms. Loucks provided a rule draft for the Board's consideration and provided an overview of the amendments to the Board. After discussion, the Board decided to make changes to the proposed language. Ms. Loucks will provide a draft for the February meeting.

E. 64B4-3.009, Limited Licenses

Ms. Loucks presented information gathered by Ms. Irving from other board offices regarding renewal of Limited Licenses. After discussion, the Board directed Ms. Loucks and Ms. Wenhold to draft rule language and an application for renewal of Limited Licenses. The board discussed Laws and Rules, Ethics and Boundaries, and Telehealth continuing education will be required each renewal period for Limited Licensees. If the licensee is receiving compensation, they will complete the renewal application, all continuing education requirements and pay the renewal fee. If they are not receiving compensation, they will complete the renewal application, all continuing education requirements and submit an affidavit regarding receipt of compensation.

F. 64B4-3.003, Examination for Licensure

After discussion, this item will be tabled until the February meeting.

G. 64B4-3.001, Application for Licensure for Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling Applicants

i. Revised Health History Questions

ii. ASWB Health History Screening

Ms. Wenhold communicated that the Board of Medicine asked for revisions to the health history questions on the licensure application. They formed a work group that included a member of every board in September. The meeting in October was tabled because of Hurricane Michael. Ms. Buller represented the Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling.

After discussion, the following action was taken:

Motion: by Ms. Buller to accept the recommended changes on applications for full licensure, registered intern licensure, dual MFT licensure and provisional licensure.

Second: by Dr. Day.

Vote: unanimous.

Motion: by Ms. Buller that a Statement of Estimated Regulatory Costs is not required as the proposed rule amendment has no impact on small businesses regarding regulatory costs and no impact over \$200,000 in the aggregate in Florida within one year of this rule being filed.

Second: by Dr. Day.

Vote: unanimous.

Motion: by Ms. Buller that no part of this rule or a violation of this rule should be designated as a minor violation.

Second: by Ms. Bolhouse.

Vote: unanimous.

VIII. TOPIC DISCUSSION

A. Legal Issue of the Month

Ms. Loucks presented federal legislation regarding anti-trust laws and occupational licensing.

B. ASWB Exam Use

Ms. Wenhold was notified by the ASWB that the Florida Board was in violation of the ASWB exam use policy. The ASWB emphasized that exam candidates should not be granted approval prior to two years of a candidate's graduation date and provided data to support their findings. Ms. Buller explained that the Board deliberately changed the rule because of the low pass rate for applicants taking the exam following two years of post-master's experience. The Board directed Ms. Wenhold to ask the ASWB for an exemption regarding this policy

A member of the public addressed the Board at this time. Larry Barlow gave his recollection of the conversations about the exam at previous meetings. He mentioned that he is a professor at Capella University and the school offers a practice exam for students. He also mentioned those that take the exam two years after graduation usually have to study a lot harder than those who take the exam immediately following graduation.

C. Florida Portability Language

Dr. Cecil-Van Dan Heuvel reported on the workshop she traveled to in September sponsored by the NBCC. She expressed portability was the main topic discussed. All states agreed to work toward creating similar requirements to align and make portability easier for licensees. Ms. Wenhold discussed the draft language and presented information she received from NBCC regarding portability language for Florida.

D. AMFTRB Telehealth Regulations

Ms. Wenhold presented communication from AMFTRB who is collating LMFT state licensing boards input on the potential impact of the Veteran Administration's new rule. The Department of Veterans Affairs (VA) is amending its medical regulations by standardizing the delivery of care by VA health care providers through telehealth. This rule ensures that VA health care providers can offer the same level of care to all beneficiaries, irrespective of the State or location in a State of the VA health care provider or the beneficiary. This final rule achieves important Federal interests by increasing the availability of mental health, specialty, and general clinical care for all beneficiaries.

IX. OTHER BUSINESS

A. Ratification Lists

i. License Numbers Issued

Motion: by Ms. Buller to ratify license numbers issued.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

ii. Approved Continuing Education Providers

Motion: by Ms. Buller to ratify continuing education providers.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

iii. Committee of One Actions

Motion: by Ms. Buller to ratify Committee of One actions.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

iv. Exemption Applications

Motion: by Ms. Buller to ratify exemption applications.
Second: by Dr. Cecil-Van Dan Heuvel.
Vote: unanimous.

B. Election of Officers

Motion: by Ms. Buller to elect Ms. Bolhouse as Chair.
Second: by Dr. Cecil-Van Dan Heuvel.

Vote: unanimous.

Motion: by Ms. Bolhouse to elect Ms. Buller as Vice-Chair.

Second: by Dr. Cecil-Van Dan Heuvel.

Vote: unanimous.

X. REPORTS

A. Board Counsel

i. Rules Report

Ms. Loucks provided monthly rules report for September and October for Board review.

ii. Annual Regulatory Plan

Ms. Loucks presented the Annual Regulatory Plan signed by the Board Chair.

Motion: by Ms. Buller to ratify the Annual Regulatory Plan.

Second: by Dr. Cecil-Van Dan Heuvel.

Vote: unanimous.

B. Executive Director

i. Joint Committee Health History Workgroup

This topic was discussed earlier during the meeting.

ii. FY17-18 MQA Annual Reports and Projections

Ms. Wenhold presented the Annual Reports and Projections to the Board for review.

iii. Four Year Renewal Cycle

Ms. Wenhold gaged the interest of the Board regarding moving into a four-year renewal cycle. After discussion, the Board decided they would like to do so.

C. Chair

Ms. Bolhouse to attend the ASWB Delegate Assembly Meeting November 15-17, 2018 in San Antonio, TX.

D. Board Members

No reports from Board Members.

E. Program Operations Administrator

i. AMFTRB Annual Meeting of the Delegates

Ms. Irving reported on the AMFTRB Annual Meeting of the Delegates in Philadelphia, PA. Approximately 23 states were represented at the conference. Each state discussed regulatory issues and licensure barriers. Licensure portability was a major topic discussed during the meeting. Ms. Irving will send a presentation on each states' licensure requirements reported at the meeting once corrections have been made by the presenter.

ii. Qualified Supervisor/Intern Project

Ms. Irving reported that board office staff has sent out over 5,000 letters to Qualified Supervisors asking them to update interns listed under their license. Ms Irving reported that the office has received a positive response from Qualified Supervisors. Board office staff will have data to report to the Board at the February meeting for discussion of rule 64B4-2.002, F.A.C.

XI. FOR YOUR INFORMATION

- A. NCMHCE Exam Report**
- B. Federal Trade Commission Report**
- C. NBCC Organizational Updates**
- D. AASCB's New Phase of Development and Growth**
- E. Spotlight on ULA**

XII. ADJOURNMENT

After no further discussion, the meeting adjourned at 1:19 p.m.